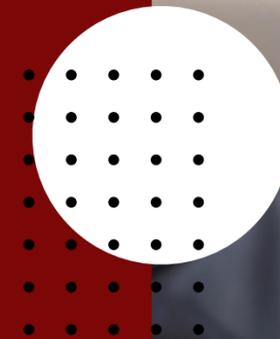UCC
CAREERS & PERSONAL DEVELOPMENT

WORK EXPERIENCE

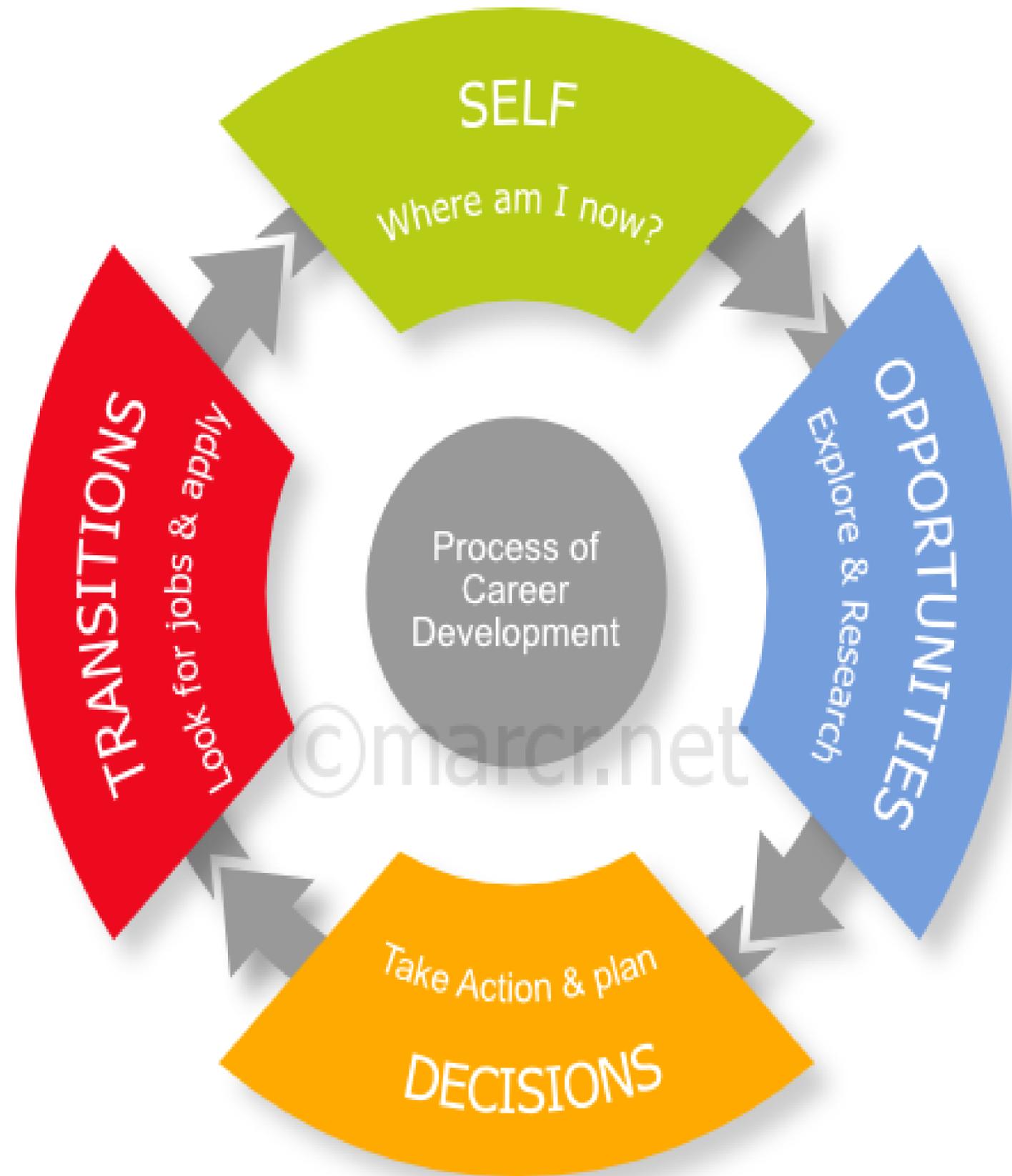Monday 6th July to Thursday 9th July 2026

Statistically you will hold 15 different jobs across 6 different careers

(Law and Watts, 1977 and 1996)

SELF
Where am I now?

OPPORTUNITIES
Explore & Research

TRANSITIONS
Look for jobs & apply

Process of Career Development

Take Action & plan
DECISIONS

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CAREERS EDUCATION, INFORMATION AND GUIDANCE

EXPLORE

Students should have the opportunity to explore careers, the world of work and their future.

EXPERIENCE

Students should have opportunities to experience careers, the world of work and consider their future.

WORK EXPERIENCE THE BENEFITS

**Work experience can provide many benefits:**

- It provides an opportunity for personal development

- It develops a range of skills, knowledge and attitudes that are relevant to adult life

- It encourages independence and responsibility.

- It encourages students to consider their future, their interests and their skills.

- It helps to build useful skills that cannot be taught in the classroom, as well as promote to students the importance of some of the routines and expectations they don't consider relevant in their school life.

- It may help students to consider future jobs and work sectors.

- It promotes to students the importance of considering future within the present.

- It might spark curiosity about the world of work.

- It helps students to reflect on life outside the classroom

STUDENT TESTIMONIES

01 Emily Thompson

02 Darcey-Mae Burrows
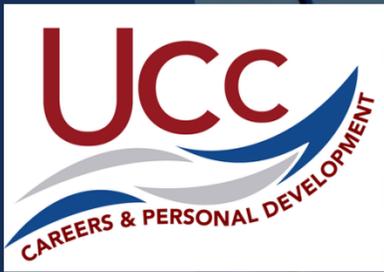
GETTING STARTED

FINDING A PLACEMENT

01 Students need to start thinking about who they could approach to secure a placement.. Before they start searching, they will need to consider the following:

- What sector/area of work might they be interested in
- Location and travel
- Personal network
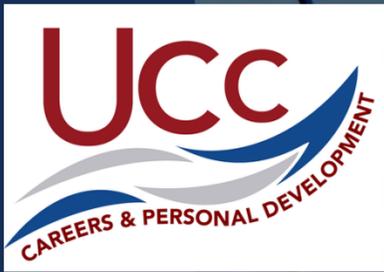
Approaching Places of Employment:

Firstly, there is no need to have this done in the next few weeks.

After half-term, you will receive an E-Support pack which will have further information and links to support tolls such as email templates, advice for contacting by phone.

If you want to started much sooner, that is fine but there are a few things you need to know:

- Employers will need to know if they are offering a placement, they will be asked at some point to provide details of their ELI, Risk Assessments and Health and Safety Policy.
- Employers will be required to fill in a short online form as part of the process.

Process Starts with Logging On:

Before half-term, students will receive an email to their SCHOOL email address from UNIFROG.

Everything starts from here, as they will need to get themselves logged on to UNIFROG so their profile is operational.

Link in the email is the **ONLY** way of getting logged on. It will take them to a profile where they can enter a password (they need to remember it).

Answer the couple of questions that come up when logging on and then they are all set up.

PLACEMENTS TOOL

STEP 1

Student Uploads Placement Details.

This happens once a placement has been agreed in principle. Students will log on to Unifrog and 'ADD' their placement

STEP 2

Placement Confirms and Uploads Relevant Documents.

When a placement has been added, Unifrog automatically emails the placement contact. At this point they must upload all their required documents and confirm they are happy to go ahead.

STEP 3

Parent Confirms Placement.

Once the placement has completed all the necessary stages, you will be emailed as a parent. At this point you will be able to see EVERYTHING that has been uploaded. You need to check you are happy with the placement – this is where you agree to the placement.

TIMELINE

November
E-Support Pack provided for students and parents

February
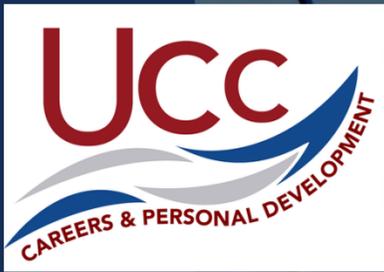By end of Feb half-term, ALL students have an uploaded placement

June
WEX debrief for students and parents

September
WEX Launch Students logged on to UNIFROG by half term

January
Student check in during PDE – Where have you got to?

March - May
School will follow up all missing info and forms
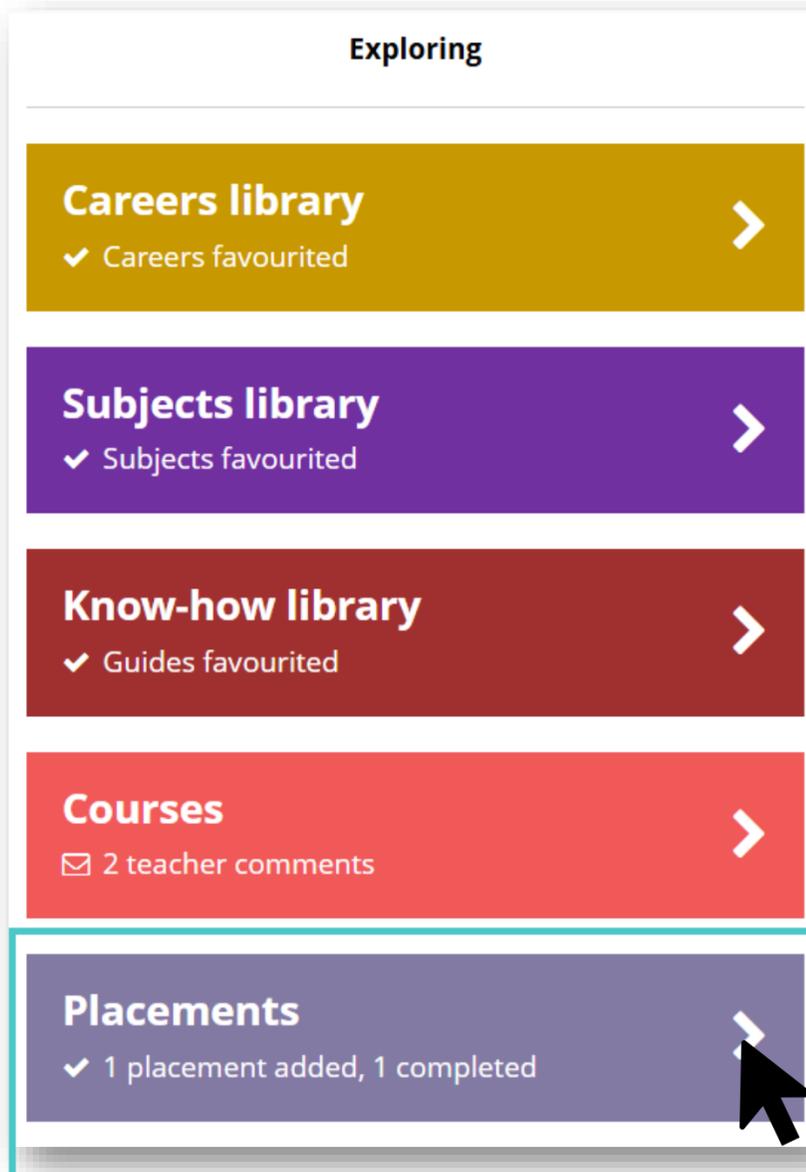
July
6th to 9th July WEX Placements

UNIFROG

Using the Unifrog Placements tool

ℹ️ The next few slides will show you how to use the Placements tool.

Exploring

Careers library
✔ Careers favourited

Subjects library
✔ Subjects favourited

Know-how library
✔ Guides favourited

Courses
✉ 2 teacher comments

Placements
✔ 1 placement added, 1 completed

- After logging into your Unifrog account, scroll down to '**Exploring**.'
- If you don't see the Placements tool straight away, click '**All tools**'.

Your tools | All tools
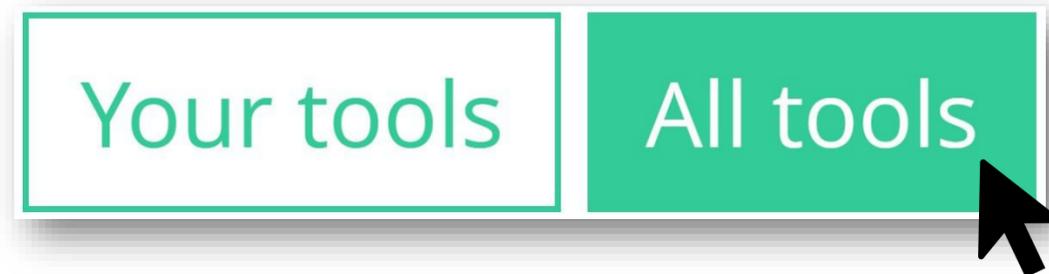
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Using the Unifrog Placements tool

You can use the Placements tool for:

In person work experience

Direct, personal interaction with an employer that involves visiting a workplace.

Virtual work experience

Direct, personal interaction with an employer via an online platform.

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Using the Unifrog Placements tool

To get started, click 'Add new placement.'

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms.
Want an overview of how organising a placement works? See the whole process ›

0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

+ Add new placement

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Using the Unifrog Placements tool

You'll then see your **Student initial form**.

Here, you'll be able to enter important details about your placement.

Student initial form
You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

---- select ----

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the Activities tool instead >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* T-level

---- select ----

Is this placement part of a T-level you are studying?

* Placement coordinator

---- pick one ----

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation

eg Lottie's little bakery

* Placement start date

-- day --   -- month --   -- year --

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Using the Unifrog Placements tool

* In person or Virtual | In person

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the Activities tool instead ›

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

Select whether your placement is **in person** or **virtual**.

ℹ The rest of the form will look different, depending on your selection.

* T-level | ---- select ----

Is this placement part of a T-level you are studying?

Select whether your placement is part of a **T level** or not.

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Using the Unifrog Placements tool: in person and virtual

* Placement coordinator

Miss Emily Adkins

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

Select the staff member at school/college who is coordinating your placement.

* Name of placement business / organisation	Unifrog
* Placement start date	1 — May — 2023
Placement end date	12 — May — 2023
* Describe the time commitment	Full time

Then enter the business name, placement dates, and time commitment.

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Using the Unifrog Placements tool: in person and virtual

* What are your objectives for this placement?

> During this placement, I'd like to observe...
> I'm really keen to learn about...
> I'd like to know...
> I'm looking forward to...

Words: 21. 25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

See example ^

Create some learning objectives for your placement.

What skills do you want to develop? What do you want to learn?

⚠️ **Remember that this text will be shown to the employer.**

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Using the Unifrog Placements tool: in person and virtual

| * Employer placement lead: name | Alex Kelly |
| * Employer placement lead: email | info@unifrog.org |

Important: this must be correct, or we won't be able to progress the placement.

| * Employer placement lead: email (again) | info@unifrog.org |

Enter the employer placement lead's name and email address.

⚠️ **Double check that you've entered the email address correctly!**

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Using the Unifrog Placements tool: in person

If your placement is **in person**, you'll enter some additional information:

* Employer placement lead: phone number	United Kingdom (+44) ⇕	2033725991
* Placement country	United Kingdom ⇕
* Placement address	Brickfields, Unit 215, 37 Cremer Street
* Placement postcode / zip code	E2 8HD

Enter the placement lead's phone number and the location of the placement.

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Using the Unifrog Placements tool: in person

If your placement is **in person**, you'll enter some additional information:

* Is this the workplace where you'll be based throughout the placement?	Yes

Select whether or not the placement address is where you'll be based.

* Is this the workplace where you'll be based throughout the placement?	No
* Explain where you'll be based throughout the placement	I will be working at….

If you select 'no' then you'll need to explain where you'll be based.

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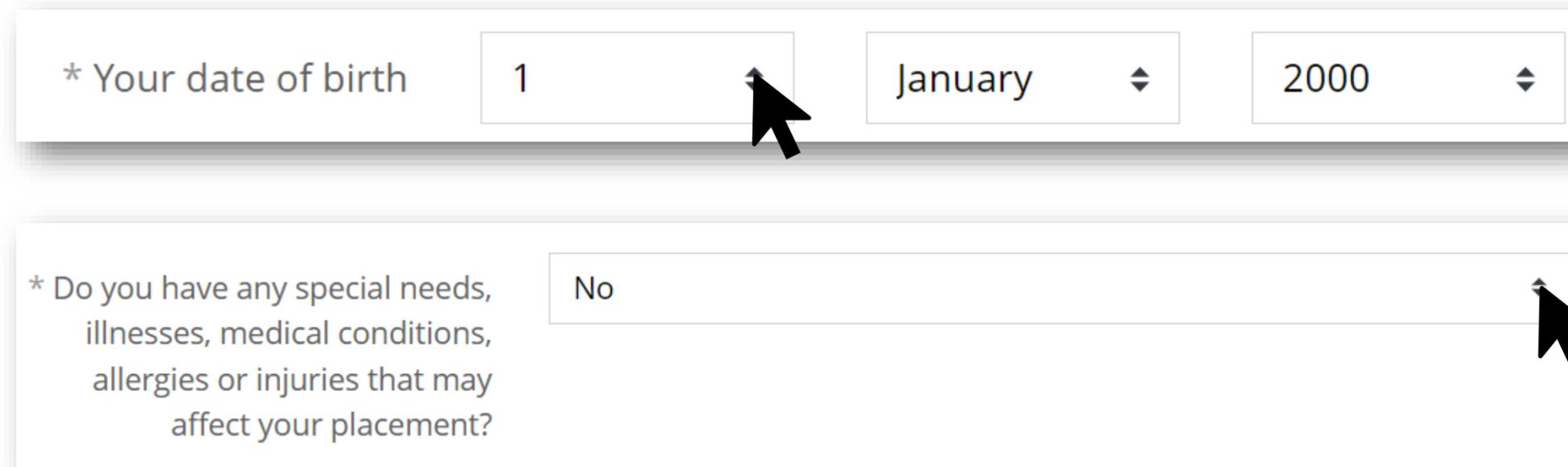# Using the Unifrog Placements tool: in person

If your placement is **in person**, you'll enter some additional information:

* Will you live at home as normal during the placement?
Yes

* How will you travel to and from the placement?
I'll take the train from Maidstone to London

* Will you live at home as normal during the placement?
No

* Explain where you'll live during the placement
I'll be staying with my Aunty in London.

* How will you travel to and from the placement?
I'll take the 21 bus

If you select 'no' then you'll need to explain where you'll live during the placement.

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Using the Unifrog Placements tool: in person

If your placement is **in person**, you'll enter some additional information:

Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

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Using the Unifrog Placements tool: in person

If your placement is **in person**, you'll enter some additional information:

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

Yes

* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

I have an allergy to peanuts.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

If you select 'yes' then you'll need to provide a description.

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Using the Unifrog Placements tool: in person

If your placement is **in person**, you'll enter some additional information:

* Parent / guardian (who must also be your emergency contact)	Sally Cooper
* Parent / guardian email	sallycooper@example.com
	Important: this must be correct, or we won't be able to progress the placement.
* Parent / guardian email (again)	sallycooper@example.com

Enter your parent / guardian's name and email address.

⚠️ **Double check that you've entered the email address correctly!**

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Using the Unifrog Placements tool: in person and virtual

* Share feedback with employer
- ○ Yes, after the placement I'm happy to share my feedback with the employer, making it easier for them to contact me about future opportunities with their organisation
- ○ No, I don't want to share my feedback with the employer

Do you agree to:
- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

* Agree ☑ Yes, I agree to **all four points** above.

Form finished? ☐ mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

Add placement or cancel changes

Decide whether you'd like to share feedback with the employer.

Read the four points and tick 'Agree' to acknowledge your agreement.

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

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Using the Unifrog Placements tool: in person and virtual

Unifrog
Scheduled for: **01 May 23 - 12 May 23**   Type: **In person**

1. **Student initial form**   Completed on 21 March 2023   more ⌄
2. **Employer initial form**   more ⌄
3. Parent / Guardian agreement   more ⌄
4. School permission   more ⌄
5. School during-placement check-in   more ⌄
6. Employer review form   more ⌄
7. Student reflection form   more ⌄

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.

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CONSIDERATIONS

HAT IF WE CAN'T FIND A PLACEMENT?

AN I WORK WITH FAMILY?

DES THE SCHOOL HAVE A LIST WE CAN CHOOSE FROM?

AN WE OPT OF WEX?

FURTHER CONSIDERATIONS

t if the placement can only offer 2/3 days?

t if they can't attend the placement due to illness?

t about the safeguarding of my child?

t if the placement lets my child down just before?

we change our placement if we aren't happy?

t if we aren't happy with the placement once my child has started? Can we remove them?

we opt out of WEX altogether?

has overall responsibility for finding the placement?
t do they need to achieve whilst on the experience?
e the placement is agreed, is their further action to be taken?

SUPPORT

There might be different ways in which you require support through out the journey:

Careers Guidance:
I have no idea what sector/job/ role I am interested in.
I don't know what to do for work experience.
I don't know what skills I am good at.
I don't know what jobs will suit me.

Work Experience (WEX) Specific:
We have made lots of requests, but we aren't hearing back from anyone.
We don't know how to upload placements on Unifrog.
We don't know what information to put in the forms.
We want to change the placement

Unifrog:
A certain element on the platform isn't working
There are tabs missing
I can't find the tool I am looking for on the platform
It won't let me upload anything

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Unifrog

info@unifrog.org

UCC
CAREERS & PERSONAL DEVELOPMENT

UCC WEX

WEX@ucc.rutland.sch.uk

UCC Website

UCC Careers
rhodes_p@ucc.rutland.sch.uk

UCC Website